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## Pecuniary Interest Guidelines

### Procedure for Disclosure

If a matter comes before Council, or a Board or Committee, that a member believes he or she has a pecuniary interest in, the member must:

1. Orally declare the pecuniary interest at the beginning of the meeting during Disclosures of Pecuniary Interest and General Nature Thereof portion of the agenda.
2. When the matter of pecuniary interest comes forward for consideration, refrain from participating in the discussion or voting on the matter. If the matter is being considered during a closed meeting, the member must leave the meeting room until discussion and voting on the matter are concluded.
3. Refrain from attempting in any way, whether before, during or after the meeting, to influence the voting on any such matter.
4. Complete and submit the Disclosure of a Pecuniary Interest Form below and provide to the Clerk or Committee/Board Secretary **before the meeting where the matter will be discussed.**

## Disclosure of a Pecuniary Interest

Member Name and Position:

Meeting Date:

I am declaring a pecuniary interest as it relates to agenda item #            regarding

My pecuniary interest is:            **direct**            **indirect**  
(please circle)

My pecuniary interest relates to:    **myself**            **my spouse**    **my child**            **a parent**  
(please circle all that apply)

The nature of my pecuniary interest is as follows:

Signature:

Date received by Clerk: